

Town of Clarence
Department of Assessment
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The Department of Assessment is responsible for creating fair and equitable property assessments. As part of the 2018 town wide update, the Assessor's office reviewed and analyzed the assessments of each property in the Town. According to Real Property Tax Law, all properties must be valued at the same uniform percentage of value. Clarence assesses properties at 100% of full market value. By performing this town wide update, assessments remain fair and equitable. The previous town wide update was for the 2015 assessment roll year.

Please note that a change in assessed value in any year, may also be the result of a physical change to the property such as new construction, additions, in-ground pools, etc.

INFORMAL REVIEW APPLICATION

(accepted January 1 – April 1)

INSTRUCTIONS

1. **Review Assessment:** Research **sales** of similar type properties within your neighborhood. If your assessment appears within a reasonable range, no action is required.
2. **If You Don't Agree With Assessment:** After researching similar type sales, and you believe your assessment is not accurate:
 - a. Obtain an Informal Review Application from the Assessor's Office or the Town of Clarence website: www.clarence.oarsystem.com/Forms.aspx

Information to assist you in completing the application is available in the Assessor's Office and www.clarence.oarsystem.com/OarsHelp.aspx
 - b. If you have a recent appraisal of the property, submit a copy of the entire appraisal with your Informal Review Application. You can indicate on the 2nd page of the Informal Review Application "See attached appraisal". **We do not require** an appraisal for an Informal Review. You can research sales yourself and include with the Informal Review Application.
 - c. Return the signed Informal Review Application **January 1st through April 1st**
We will review your information and inform you of our decision after May 1st.
3. **If you do not agree with the decision,** you may submit a Formal Grievance to the Board of Assessment Review. Information on the Formal Grievance (BAR) process will be available beginning May 1. The Board of Assessment Review meets on the fourth Tuesday of May (**Grievance Day**) to hear complaints.